



**south dakota**  
**DEPARTMENT OF EDUCATION**

**Learning. Leadership. Service.**

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TO: Authorized Representatives  
National School Lunch Program

FR: Sandra Kangas, Director  
Marlyce Micklos, Child Nutrition Program Specialist  
Child and Adult Nutrition Services

DT: September 21, 2007

RE: Survey of October Data

Enclosed is the annual survey to be completed by attendance center with numbers for the month of October 2007. Some of the data entered into this survey can be used to complete portions of the Verification Data Summary (form 742SD, which can be located in NLSP #51.3).

Information from this survey is required by federal regulation and is used for many purposes including site selection for reviews and site eligibility for the School Breakfast Program severe need option, Summer Food Service Program, Snack After School, and Daycare Home tier level. It is also used for reporting prices paid by children in our state, as well as for data in response to questions by Congress and USDA. Other programs use the data to determine eligibility such as e-rate and various title programs and grants.

There will still be a necessity to occasionally survey for additional data, mostly related to acceptability of commodities, nutrition, or food service training. Please be assured that Child and Adult Nutrition Services is aware of the number of requests for information.

The possibility of combining the October Site Survey and the Verification Summary Report was evaluated. The obstacle to that is that Site Survey is by attendance center while the Verification Summary is a total for the Local Education Agency. The data is encoded into two entirely different databases. The instructions do note which data on the October Site Survey will be used on the Verification Summary Report.

Complete the survey regarding breakfast and lunch data for the month of **October** only. Report students eligible as of the last day of October. Return survey to Child and Adult Nutrition Services (CANS) **no later than November 15, 2007**. *The October claim for reimbursement and any claims after that will not be paid until the survey is completed and returned.* The survey may be faxed to 605-773-6846 or mailed in with the October claim for reimbursement. The form can be downloaded from the internet under Other Forms at <http://doe.sd.gov/oess/cans/nslp/formsdocs.asp>. It is also acceptable to complete the downloaded form and e-mail it to [marlyce.micklos@state.sd.us](mailto:marlyce.micklos@state.sd.us) or [sandra.kangas@state.sd.us](mailto:sandra.kangas@state.sd.us).

If you have any questions, please contact Marlyce or Sandra at 773-3413. Instructions for completing yellow survey forms are enclosed.

Enclosures: Instructions, Site Surveys by Attendance Center(s)

## INSTRUCTIONS

1. **Copy as many pages as needed** to complete one survey for each National School Lunch Program and/or School Breakfast Program attendance centers as reported on the combined application site summary which is supposed to match attendance centers reported to the Department of Education Data Collection. *Do not include sites/children on the Child and Adult Care Food Program.* The survey can be located also on the 'forms and documents section' of the **CANS** web site: [site://doe.sd.gov/oess/cans/index.asp](http://doe.sd.gov/oess/cans/index.asp)
2. **Report data separately for each elementary attendance center, each middle school/junior high attendance center, and each high school attendance centers.** Adjustment Training Centers and Residential Child Care Institutions should report by individual centers and school sites, if appropriate. If the district has combination serving sites, the information must be broken down into separate data for elementary or Junior High/Middle School, or High School. Adjustment Training Center sites should complete the page titled High School Centers and circle non-graded.
3. **Report Student Prices (Columns A and D):** Report the maximum prices **students** pay for reduced- and full-price meals for lunch and breakfast. 'Full price' means the same thing as 'paid' or 'not eligible for free- and reduced-price meals.' Local agencies that operate a non-pricing program should write a '0' in the 'student price' columns. If more than one 'paid' or 'full' price is in effect for the attendance center, report the highest full price. If the local agency does not offer breakfast, put a checkmark in the area titled 'not offered' and leave the other rows and columns blank.
4. **Record Number of Students Eligible (Columns B and E):** Report the number of students eligible for lunch and breakfast in the free, reduced, and full-price categories as of the last day of October. Add B1, B2, & B3 together and record the total on the 'enrollment' line for the lunch program. Add E1, E2, & E3 together to calculate enrollment for the breakfast. This is not the sum of students eligible each day. Information from this area can be used on the Verification Summary.
5. **Record Number of Meals Served (Columns C and F):** Report the number of meals served to students for lunch and breakfast in the free, reduced, and full-price categories. If actual meal counts are difficult to separate by attendance center, use your best estimate. Generally, the number of meals served in each category (free, reduced, and paid) cannot exceed the number of serving days x the number of children eligible in that category: (115 children in eligible free category) x (20 serving days) = a maximum of 2300 meals served. A space is available for comments at the end if needed. This might be used to explain that there were more students eligible at the beginning of the month but they moved away. That would account for more meals being claimed than the current number eligible times days served would indicate.

*To help clarify what information is being requested, read the questions below which correspond to the data charts. For each attendance center:*

- A1: No data is reported in this cell.
- A2: What is the maximum price students pay for a full price meal?
- A3: What is the maximum price students pay for a reduced price meal?
- B1: How many students were eligible for the free category at the end of October?
- B2: How many students were eligible for the full price category at the end of October?
- B3: How many students were eligible for the reduced price category at the end of October?
- C1: How many lunches were claimed for reimbursement in the free category?
- C2: How many lunches were claimed for reimbursement in the full price category?
- C3: How many lunches were claimed for reimbursement in the reduced price category?

Apply the same types of questions to the breakfast program in parts E-2 through F-3.

### FOR ESTIMATING:

If actual meal counts are difficult to separate by attendance center, use an estimate. One method would be to break counts out according to present students enrolled in the respective attendance centers. For example, if 20% of the students are in high school, 15% in middle school, and 65% are in elementary school, apply those percentages to the number of meals. Other considerations for your best estimation are the percents eligible for free, reduced price, and full price meals at the attendance center, and the participation rate at the attendance center. If high school has an open campus and only half of the students

eat, that should reduce the estimated number of meals from high school and increase number of meals for middle school and elementary school.

**SPECIAL PROVISIONS:** Agencies on special provisions 2 or 3 should report by using October of the base year. Use the percent for each eligibility category (F/R/P) and apply that percentage to the current year's enrollment to determine number of students eligible.

<b>RELATIONSHIP TO VERIFICATION SUMMARY REPORT</b>
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Information in cells B-1 and B-3 and the total of B-1 + B-2 + B-3 will be used in the Verification Summary Report. The total number of Attendance Centers is also reported in the Verification Summary Report.

The total of all students eligible for free meals (B-1) from the Site Summary is reported in **Verification Summary Report** Item II.4 column A.

The total of all students eligible for reduced-price meals (B-3) from the Site Summary is reported in **Verification Summary Report** Item II.5 column A.

The total of all attendance centers' eligible enrollment (B-1 + B-2 + B-3) is reported in **Verification Summary Report** II.3 column A or B, depending upon whether or not the SFA is participating in Special Provision 2 or 3 and is beyond its base year.

## Elementary Attendance Center(s)

Local Agency/School District Name: \_\_\_\_\_ LA Number: \_\_\_\_\_

Name of Person completing form: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Center Name:** \_\_\_\_\_

**Center Name:** \_\_\_\_\_

Number days served October 2007 \_\_\_\_\_

Number days served October 2007 \_\_\_\_\_

Grades in this attendance center (circle grades served):  
Preschl Kdg 1 2 3 4 5 6 7 8

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Preschl Kdg 1 2 3 4 5 6 7 8

Student Lunches			
	Student Price (A)	Number Students Eligible (B)	Number Lunches Served (C)
Free (1)	A-1	B-1	C-1
Full Price (2)	A-2	B-2	C-2
Reduced Price (3)	A-3	B-3	C-3

Student Lunches			
	Student Price (A)	Number Students Eligible (B)	Number Lunches Served (C)
Free (1)	A-1	B-1	C-1
Full Price (2)	A-2	B-2	C-2
Reduced Price (3)	A-3	B-3	C-3

Total Eligible Enrollment \_\_\_\_\_  
(B-1+B-2+B-3)

Total Eligible Enrollment \_\_\_\_\_  
(B-1+B-2+B-3)

Student Breakfasts ( <input type="checkbox"/> not offered)			
	Student Price (D)	Number Students Eligible (E)	Number Breakfasts Served (F)
Free (1)	D-1	E-1	F-1
Full Price (2)	D-2	E-2	F-2
Reduced Price (3)	D-3	E-3	F-3

Student Breakfasts ( <input type="checkbox"/> not offered)			
	Student Price (D)	Number Students Eligible (E)	Number Breakfasts Served (F)
Free (1)	D-1	E-1	F-1
Full Price (2)	D-2	E-2	F-2
Reduced Price (3)	D-3	E-3	F-3

Total Eligible Enrollment \_\_\_\_\_  
(E-1+E-2+E-3)

Total Eligible Enrollment \_\_\_\_\_  
(E-1+E-2+E-3)

Comments

Comments

## Middle School/Junior High School Attendance Center(s)

Local Agency/School District Name: \_\_\_\_\_ LA Number: \_\_\_\_\_

Name of Person completing form: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Center Name:** \_\_\_\_\_

**Center Name:** \_\_\_\_\_

Number days served October 2007 \_\_\_\_\_

Number days served October 2007 \_\_\_\_\_

Grades in this attendance center (circle grades served):  
4 5 6 7 8 9

Grades in this attendance center (circle grades served):  
4 5 6 7 8 9

Student Lunches			
	Student Price (A)	Number Students Eligible (B)	Number Lunches Served (C)
Free (1)	A-1	B-1	C-1
Full Price (2)	A-2	B-2	C-2
Reduced Price (3)	A-3	B-3	C-3

Student Lunches			
	Student Price (A)	Number Students Eligible (B)	Number Lunches Served (C)
Free (1)	A-1	B-1	C-1
Full Price (2)	A-2	B-2	C-2
Reduced Price (3)	A-3	B-3	C-3

Total Eligible Enrollment \_\_\_\_\_  
(B-1+B-2+B-3)

Total Eligible Enrollment \_\_\_\_\_  
(B-1+B-2+B-3)

Student Breakfasts ( <input type="checkbox"/> not offered)			
	Student Price (D)	Number Students Eligible (E)	Number Breakfasts Served (F)
Free (1)	D-1	E-1	F-1
Full Price (2)	D-2	E-2	F-2
Reduced Price (3)	D-3	E-3	F-3

Student Breakfasts ( <input type="checkbox"/> not offered)			
	Student Price (D)	Number Students Eligible (E)	Number Breakfasts Served (F)
Free (1)	D-1	E-1	F-1
Full Price (2)	D-2	E-2	F-2
Reduced Price (3)	D-3	E-3	F-3

Total Eligible Enrollment \_\_\_\_\_  
(E-1+E-2+E-3)

Total Eligible Enrollment \_\_\_\_\_  
(E-1+E-2+E-3)

Comments

Comments

## High School Attendance Center(s)

Local Agency/School District Name: \_\_\_\_\_ LA Number: \_\_\_\_\_

Name of Person completing form: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Center Name:** \_\_\_\_\_

**Center Name:** \_\_\_\_\_

Number days served October 2007 \_\_\_\_\_

Number days served October 2007 \_\_\_\_\_

Grades in this attendance center (circle grades served):  
 9 10 11 12 Non-Graded

Grades in this attendance center (circle grades served):  
 9 10 11 12 Non-Graded

Student Lunches			
	Student Price (A)	Number Students Eligible (B)	Number Lunches Served (C)
Free (1)	A-1	B-1	C-1
Full Price (2)	A-2	B-2	C-2
Reduced Price (3)	A-3	B-3	C-3

Student Lunches			
	Student Price (A)	Number Students Eligible (B)	Number Lunches Served (C)
Free (1)	A-1	B-1	C-1
Full Price (2)	A-2	B-2	C-2
Reduced Price (3)	A-3	B-3	C-3

Total Eligible Enrollment \_\_\_\_\_  
 (B-1+B-2+B-3)

Total Eligible Enrollment \_\_\_\_\_  
 (B-1+B-2+B-3)

Student Breakfasts ( <input type="checkbox"/> not offered)			
	Student Price (D)	Number Students Eligible (E)	Number Breakfasts Served (F)
Free (1)	D-1	E-1	F-1
Full Price (2)	D-2	E-2	F-2
Reduced Price (3)	D-3	E-3	F-3

Student Breakfasts ( <input type="checkbox"/> not offered)			
	Student Price (D)	Number Students Eligible (E)	Number Breakfasts Served (F)
Free (1)	D-1	E-1	F-1
Full Price (2)	D-2	E-2	F-2
Reduced Price (3)	D-3	E-3	F-3

Total Eligible Enrollment \_\_\_\_\_  
 (E-1+E-2+E-3)

Total Eligible Enrollment \_\_\_\_\_  
 (E-1+E-2+E-3)

Comments

Comments